

# YOUTH SERVICES POLICY

<b>Title:</b> Attainment of a Juvenile Justice Certificate of Technical Studies <b>Next Annual Review Date:</b> 04/11/2013	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.54
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<b>References:</b> ACA Standards 2-CO-1D-09 (Administration of Correctional Agencies), 4-JCF-6E-14 (Performance-Based Standards for Juvenile Correctional Facilities); 2-7057 (Juvenile Probation and Aftercare Services); and Civil Service Rule 6.16(d)	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 04/11/2012

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in LA. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To encourage all Youth Services classified employees to continue their education through the provision of an increase in base pay following receipt of an official transcript and obtainment of a Juvenile Justice Certificate of Technical Studies from a college accredited by the Louisiana Community and Technical College System.

## III. APPLICABILITY:

All classified employees of Youth Services, who are not disqualified under the provision of Policy statement No. 6 below. Unit Heads are responsible for ensuring this policy is disseminated through the unit's Human Resources Office and through the Youth Services Pre-service classes.

## IV. DEFINITIONS:

***Electronic Transcript (e-transcript)*** - a transcript e-mailed by the university directly to the hiring agency's human resources office. (Note: an e-transcript that is printed or forwarded electronically by a student is not considered an official transcript.

***Official Transcript*** - a legal document printed on safety paper which bears the university seal and University Registrar's signature.

## V. POLICY:

The Department shall adhere to the following policy concerning the attainment of a Juvenile Justice Certificate of Technical Studies. This policy shall conform to the terms of Civil Service Rule 6.16(d).

1. All permanent classified employees who attain a Juvenile Justice Certificate of Technical Studies from a college accredited by the Louisiana Community and Technical College System shall receive a 5% base pay increase.

2. Probational classified employees who attain a Juvenile Justice Certificate of Technical Studies from a college accredited by the Louisiana Community and Technical College System shall receive a 5% base pay increase once they have attained permanent status.
3. Current classified employees who have attained a Juvenile Justice Certificate of Technical Studies from a college accredited by the Louisiana Community and Technical College System before the effective date of this policy shall be considered for payment if they were not previously rewarded for the attainment of a degree under Chapter 6 of the Civil Service Rules.
4. No payment shall exceed the maximum of the employee's pay range.
5. Any classified employee who has been previously compensated under Chapter 6 of the Civil Service Rules for a degree shall not receive compensation under this policy.

**An employee shall only be compensated for attainment of a Juvenile Justice Certificate of Technical Studies.**

6. Payments under this policy do not apply to classified employees whose current position requires a Baccalaureate Degree and above or degree substitutions as stated in the minimum qualifications of the position. For clarification or questions, please contact Central Office Human Resources (COHR).

**VI. PROCEDURES:**

The employee must present a sealed official transcript to verify a Juvenile Justice Certificate of Technical Studies to the Unit Head, or the employee may request the transcript be mailed to OJJ directly from the college, or the employee may request an electronic transcript (e-transcript) be emailed by the university directly to the hiring agency's human resources office. (An e-transcript that is printed or forwarded electronically by a student is not considered an official transcript)

1. The Unit Head shall forward a request for individual pay adjustment with the following information to the COHR:
  - a. employee's name;
  - b. class title (Juvenile Justice Certificate of Technical Studies);
  - c. sealed official transcript or electronic transcript emailed by the university directly.

2. The COHR shall review the request and submit to the Undersecretary for approval.
3. If approved by the Undersecretary, a written request, along with justifiable reasons, shall be submitted by the Deputy Secretary to the Civil Service Commission for approval. The requested effective date of the pay increase shall be no earlier than the date that the employee presented a sealed official transcript to the Unit Head.
4. This policy shall be posted in the Human Resources Office and other main bulletin boards throughout the Unit.
5. A listing of all employees, along with the monetary amount, who have received increases in accordance with this policy shall be posted.

**Previous Regulation/Policy Number:** A2.54

**Previous Effective Date:** 11/5/10

**Attachments/References:**